

A Senior Legal Counsel, Supervisor, Supervisor's Assistant and a Senior Legal Counsel Assistant can add, edit or delete supervisors in the FDM.

A default review chain is established for Filers and Supervisors in FDM. If you know that members of the user's review chain are different from the default, please update them appropriately.

The process for adding and removing Supervisors, Senior Legal Counsels and ADAEOs is the same in FDM.

Adding a New Supervisor to FDM

Searching for a Supervisor within FDM

1. Click **Admin | Supervisors**.
2. Type at least three letters of the Last, First and/or Middle name and click **Search**. Any matching search results displays at the bottom of the screen.

Note: For better results, type the full name when possible.

Adding a New Supervisor to FDM

3. Click **Add New Supervisor**. The Search and Select New Supervisor page is displayed.
4. Type at least three letters of the Last, First and/or Middle name and click **Search**. Any matching search results displays at the bottom of the screen.

Note: The Search and Select New Supervisor search, searches within the Global Directory.

5. Locate the name of the person you wish to add and click **Select** beside their name.
6. Click **Confirm**. The system registers the person you selected as a Supervisor, and then prompts you to select their Senior Legal Counsel.

The new Supervisor receives an e-mail message indicating that you added them as a supervisor in FDM.



FDM - TRAIN TEST SYSTEM
Financial Disclosure Management

My Reports | My Info | Review Filers | Admin | Resources | Management Reports

Supervisors | Pending | User

Search for Current Supervisors

Instructions: Use the criteria below to specify the filtering of the current supervisors in FDM.

Last Name: * Starts With [v] Nicholson
First Name: Starts With [v] B
Middle Name: Starts With [v]
e-mail: Starts With [v]
Agency: [v] Army
*Required
Items Per Page [20] Search

Add New Supervisor

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Supervisors | Pending | User

Search & Select New Supervisor

Instructions: Use the searching function below to identify a Supervisor. When you find the Supervisor, press the Select button in the corresponding system row.

Last Name: * Starts With [v] Nicholson
First Name: Starts With [v] b
Middle Name: Starts With [v]
e-mail: Starts With [v]
Agency: [v] Army
*Required
Items Per Page [20] Search

Cancel

1 to 20 of 25 Items per page: [20] 1 2

Last Name	First Name	Middle Name	Grade	E-Mail Address	Phone	Organization	
Nicholson	B	X	GS13	b.nicholson@us.army.mil	000-000-0000	Civilian	Select

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Supervisors Pending User

Search & Select New Senior Legal Counsel

Instructions: Use the searching function below to identify a Senior Legal Counsel (SLC). When you find the SLC, press the Select button in the corresponding system row.

Last Name: * Starts With

First Name: Starts With

Middle Name: Starts With

e-mail: Starts With

Agency:

*Required Items Per Page: 20

1 to 1 of 1 Items per page: 20 1

Search Results

Last Name	First Name	Middle Name	Grade	E-Mail Address	Phone	Organization	
Pickney	E	X	GS13	e_pickney@us.army.mil	000-000-0000	Civilian	<input type="button" value="Select"/>

Selecting a Different Senior Legal Counsel for a Supervisor

The Agency's default Senior Legal Counsel has been automatically selected for the supervisor you just added. However, you can change their Senior Legal Counsel at this time if necessary. To assign a different Senior Legal Counsel:

- Click **Change** beside the default name.
- Type the appropriate name in the search fields and then click **Search**.
- Locate the appropriate Senior Legal Counsel name and click **Select** beside their name.

Complete Adding a Supervisor in FDM

- On the Add/Edit Supervisor page, click **Add**. A confirmation page is displayed showing that the person selected has been added as a supervisor.
- Click **Continue** to return to the Search for Current Supervisors page.

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Supervisors Pending User

Add/Edit Supervisor: Nicholson, B X.

Supervisor's Senior Legal Counsel: Pickney, E X.

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